

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1843

Field Office Distribution All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution Notices are available on Internet. Handbooks are printed and distributed to the National Office.

Directives on Internet Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp.

Temporary Directives Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
DAP-101 4-23-01	Extending the 2000 Livestock Assistance Program (LAP) Signup	State and County Offices
FI-2478 4-26-01	Using Lowest Government Contract City-Pair Air Fares	FSA and FAS Offices, Except Overseas Offices
FLP-202 4-26-01	Dismissal of <i>Green v. Glickman</i>	State and County Offices
PM-2242 4-25-01	Creating 1 Master PC-TARE Diskette for Federal (FA) and County (CE) T&A's	State and County Offices
PS-392 4-26-01	Additional Instructions for Processing 3 rd Dairy Market Loss Assistance (DMLA-III) Program Transactions in APSS	State and County Offices

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Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
3-FI (Rev. 8) Amend. 3 4-16-01	State and County Receipts and Deposits	State and County Offices
2-LP Grains and Oilseeds Amend. 15 4-23-01	Commodity Data Specific to Wheat, Feed Grains, and Oilseeds	State and County Offices
9-TB SCOAP Amend. 53 4-16-01	Flue-Cured Tobacco Automation and Marketing	Flue-Cured State and County Offices, and KCMO

Procedure Notices

None

Obsolete Directives

None

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code ^{1/}	Remarks
AD	78	12-95	Request for Printing and Binding	eAD0078.FML	Electronic Form	Sheet	All offices except counties	1-INFO	N/A	This form was reissued. No revision to the content of the form was made. It is available electronically.
FCI	19-A (APH)	04-01	Production and Yield Report (For manual processing when computer is down.)	nofile.htm	RPL/WP	MP/2 Head to Head	RMA and applicable FSA State offices that sell crop insurance	12-AO, 1-RM, 18010 Crop Insurance Handbook (APH)	RM2	Revised Form, destroy older editions.
FCI	549	04-01	High-Risk Land Exclusion Option	nofile.htm	RPL/WP	MP/2 Head to Head	RMA and applicable FSA State offices that have NAP and sell crop insurance	M8-638 Service Office Handbook	N/A	Revised form; destroy older editions.
FCIC	586	04-01	RMA Security Access Authorization Form	nofile.htm	RPL/PDF/WP	MP/2 Head to Head	RMA Catalog	Notice PM-2121	N/A	This form is new. Revised form, destroy older editions.
FSA	2103	04-02-01	Direct Loan Making File Review Questionnaire	eFSA2103.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2104	04-02-01	Guaranteed Loan Making File Review Questionnaire	eFSA2104.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2105	04-02-01	Direct Loan Servicing File Review Questionnaire	eFSA2105.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2106	04-02-01	Guaranteed Loan Servicing File Review Questionnaire	eFSA2106.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2107	04-02-01	Collection and Resolution of Direct FLP Debts File Review Questionnaire	eFSA2107.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2108	04-02-01	Guaranteed Loan Loss Claims File Review Questionnaire	eFSA2108.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2109	04-02-01	Farm Inventory Property File Review Questionnaire	eFSA2109.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

^{1/} Filing codes pertain only to State and County Offices.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code ^{1/}	Remarks
FSA	2110	04-02-01	State Office FLP Management File Review Questionnaire	eFSA2110.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2111	04-02-01	State Office Civil Rights FLP File Review Questionnaire	eFSA2111.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2112	04-02-01	Service Center FLP Management File Review Questionnaire Direct Loans	eFSA2112.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2113	04-02-01	Service Center FLP Management File Review Questionnaire Guaranteed Loans	eFSA2113.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2114	04-02-01	Service Center FLP Civil Rights File Review Questionnaire	eFSA2114.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2115	04-02-01	Service Center FLP Civil Rights File Review Work Sheet	eFSA2115.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2116	04-02-01	Financial Data Input Form for Direct Loans	eFSA2116.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
FSA	2117	04-02-01	Financial Data Input Form for Guaranteed Loans	eFSA2117.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form is new and available in the OmniForm Format.
KC	364	03-23-01	Building Security Card Access Request Form	kc0364.doc	RPL/DOC	Sheet	ASD, All Employees	N/A	N/A	Revised form; destroy older editions.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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**State Office
Reports
Calendar**

The reports due in May are listed in this table.

Due Date	Title	Directive Requiring Report
5-4-01	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
5-4-01	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
5-4-01	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
5-4-01	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
5-4-01	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
5-4-01	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
5-4-01	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
5-4-01	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
5-4-01	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
5-4-01	Interim EQIP Progress Report (CEP-60R)	1-CONSV
5-4-01	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
5-4-01	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
5-4-01	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
5-4-01	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
5-4-01	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
5-10-01	Late Voucher Report (NAP-1R)	2-NAP
5-10-01	LA Interest Payment Report (NAP-2R)	2-NAP
5-16-01	RCWP Status Report (CEP-28R)	1-RCWP
5-29-01	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
